

# Memorandum

Date : OCT 05 2010

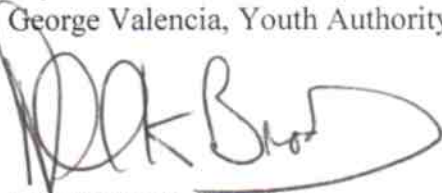
To : Tim Mahoney  
Superintendent  
Preston Youth Correctional Facility

Subject: **FOLLOW-UP REVIEW RESULTS OF THE COMPLIANCE REVIEW OF SECURITY ALARMS AND SOUND MONITORING SYSTEM**

On September 28, 2010 the Office of Audits and Court Compliance (OACC) conducted a follow-up review of the March 24 through April 2, 2008 Security Alarms and Sound Monitoring System. The purpose of the follow-up review was to determine whether Preston Youth Correctional Facility (PYCF) implemented effective corrective measures in response to the findings listed in OACC's preliminary report.

Attached are the follow-up review results for the corrective action plan. All items were identified as fully implemented.

If you should have any questions regarding the contents of this memorandum, please contact George Valencia, Youth Authority Administrator, at (916) 255-2928.



MICHAEL K. BRADY  
Assistant Secretary (A)  
Office of Audits and Court Compliance

cc: Rachel Rios, Division of Juvenile Justice  
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# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## Security Alarms and the Sound Monitoring System

### PRESTON YOTUH CORRECTIONAL FACILITY CORRECTIVE ACTION PLAN

March 24 through 26, 2008 and July 31, 2008

**Finding 1: Inadequate maintenance, failure to test, and inattentive to the PMT's.**

**The Office of Audits and Court Compliance recommends that Preston Youth Correctional Facility take the following actions:**

JCPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP	Follow-up Review (To be completed by JCPRB)
1.1	Establish a procedure to ensure that all staff tests their PMT daily.	The Chief of Security	Staff are to test their PMT in the test box provided at the entrance and exit of the facility.	09/08	Completed	Refer to PYCF Policy and Procedure Manual Section 3010, Personal All Transmitter all staff A-G	<b>Fully Implemented</b>
1.2	Incorporate the procedure into the PYCF Policy and Procedures Manual, Section 3010.	The Chief of Security	To place new policy in PYCF manual.	09/08	Completed	Section 3010 Personal Alarm Transmitter of PYCF Manual updated and placed in Manual	<b>Fully Implemented</b>

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Finding 2: Improper usage of the lapel reader with the PMT.

The Office of Audits and Court Compliance recommends that Preston Youth Correctional Facility take the following actions:							
JCPRB Item	Recommendations/ Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP	Follow-up Review (To be completed by JCPRB)
2.1	Require staff members to wear the lapel reader or breakaway necklace.	Chief of Security	Staff are reminded to wear the breakaway necklace when wearing bulky clothing. It is not mandated to wear the lapel reader, but recommended.	09/08	Completed	Memo and copy of Section 3010 Personal Alarm Transmitter of PYCF manual given to all staff	Fully Implemented

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Finding 3: Outdated PYCF Policy and Procedures.

The Office of Audits and Court Compliance recommends that Preston Youth Correctional Facility take the following actions:							
JCPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP	Follow-up Review (To be completed by JCPRB)
3.1	Update PYCF Policy and Procedures Manual to include PALS.	Chief of Security	Chief of Security secretary will place in manual.	09/08	Completed	Copy of Manual Section 3010 Personal Alarm Transmitter provided	Fully Implemented

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**Finding 4: Staff not receiving annual PALS training.**

**The Office of Audits and Court Compliance recommends that Preston Youth Correctional Facility take the following actions:**

JCPRB Item	Recommendations/ Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP	Follow-up Review (To be completed by JCPRB)
4.1	Supervisors monitor training completion of their staff.	Training Officer	Staff will receive orientation on the proper operations of the PALS alarm during Employee Orientation and annual training during the scheduled Block Training for all employees.	On going	In progress	Block training for the month of July and August 08 has been postponed. Once training is resumed, the rest of the staff will receive training	<b>Fully Implemented</b>
4.2	Supervisors monitor yearly completion of Block Training for all staff members (clerical, education, maintenance and Peace Officers, etc).	Training Officer	Staff will receive orientation on the proper operations of the PALS alarm during Employee Orientation and annual training during the scheduled Block Training for all employees	On going	In progress	The Supervisor can request a copy of the employees training records from TIMS or review the employees training file	<b>Fully Implemented</b>

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JCPRB Item	Recommendations/ Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP	Follow-up Review (To be completed by JCPRB)
4.3	The Scheduler will develop a system to ensure staff receives yearly training in a timely manner.	Training Officer	The Training Officer will work with the Scheduling Lieutenant to schedule all posted employees to attend annual PALS training. The Training Officer will work closely to ensure all non-posted staff attends annual training.	On going	In progress	In service training rosters and TIMS for verifications in addition to hard of training records placed in employess file	<b>Fully Implemented</b>

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**Finding 5: No written procedures to replace batteries in the PMT's.**

**The Office of Audits and Court Compliance recommends that Preston Youth Correctional Facility take the following actions:**

JCPRB Item	Recommendations/Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP	Follow-up Review (To be completed by JCPRB)
5.1	Develop written procedures for battery replacement in the PMT's	Chief of Security	Staff will complete request to repair PMT alarm and will give the request and faulty alarm to the Sergeant. Staff will then receive a loaner PMT until their assigned alarm can be repaired.	09/08	Completed	Refer to PYCF Policy and Procedure Manual Section 3010 all staff A-G	<b>Fully Implemented</b>
5.2	Incorporate the procedure into PYCF's Policy and Procedures Manual, Section 3010.	Chief of Security	Section C, D, & F address faulty PMT's and how to obtain a new/replacement PMT until assigned PMT can be repaired.	09/08	Complete	Refer to PYCF Policy and Procedure Manual Section 3010 all staff A-G	<b>Fully Implemented</b>

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Finding 6: Incomplete or missing PALS training records.

The Office of Audits and Court Compliance recommends that Preston Youth Correctional Facility take the following actions:							
JCPRB Item	Recommendations/ Description	Action Required By Whom	Proposed Action Plan	Date To Be Completed	Current Status	Comments/POP	Follow-up Review (To be completed by JCPRB)
6.1	Place training documentation in the TIMS.	Training Officer	At the completion of Orientation and annual Block Training, the Training Officer will enter the training information into the employees training file and into the TIMS system.	09/08	In progress	See PYCF Policy and Procedure Manual Section 3010 Training officer Section C&D	Fully Implemented



# Adult and Juvenile Peer Reviews Area of Responsibility

The Office of Audits and Compliance (OAC) Adult and Juvenile Peer Reviews are a coordinated effort to include: The Office of Correctional Safety; Office of Court Compliance; Classification Services Unit; Case Records Administration; Inmate Appeals Branch; Division of Facilities Management; and Enterprise Information Services.

OAC only conducts follow-up reviews in our areas of responsibility. This responsibility includes Business Services, Education, Administrative Segregation Due Process and Security and Escape Prevention.

OAC is not responsible for follow-up reviews in the following areas: Office of Correctional Safety; Office of Court Compliance; Classification Services Unit; Case Records Administration; Inmate Appeals Branch; Division of Facilities Management; and Enterprise Information Services' Information Security Office.

Follow-up reviews conducted by OAC are scheduled as follows:

- If adult institutions/prisons/facilities score below 90 percent in Security and Escape Prevention and in Education, a six month follow-up is scheduled.
- If adult institutions/prisons/facilities score below 85 percent in Administrative Segregation Due Process, a six month follow-up is scheduled.
- The Business Services section schedules a follow-up based on the number of findings at the institution/prison/facility.